



SERVING INDIVIDUALS WITH A CRIMINAL RECORD

~JOB DEVELOPERS CHECKLIST ~

Adapted from the National HIRE Network, Model Practices to Promote Employment for People with a Criminal Record, www.hirenetwork.org,

Job developers should:

Become familiar with state laws that affect employment for job seekers with a criminal record.

Know the occupational categories that have legal restrictions regarding employment and what remedies can be utilized by job seekers to allow employment in restricted occupations.

Know job seekers' legal rights as it related to completing applications and interviews with potential employers.

Know where job seekers can acquire their criminal records and how to access legal services.

Be able to respond to legitimate concerns of employers.

Be able to identify employers that hire job seekers with a criminal record and employers that are barred by law from hiring job seekers with a criminal record.

Know the culture of local employers.

Emphasize financial incentives for employers who hire job seekers with a criminal record.

Help job seekers review and clean up their criminal record.

Help employers understand how to read a criminal record/background check.

Help job seekers get his/her state identification card, driver's license, social security card, and birth certificate.

Identify and assist job seekers secure income quickly (e.g. transitional employment, stipends).

Provide or refer job seekers to supportive services to assist in his/her retention of employment.

Provide post placement services that include crisis intervention, and career advancement guidance.